Second Harvest Food Bank Santa Cruz County
Warehouse / Driver
$46,717-$50,856 annualized salary
Non-Exempt

About the position: As a member of the Operation Team, the Warehouse / Driver plays an important role in ensuring inventory accuracy and the overall efficiency of the warehouse. The position is responsible for accurate and efficient order fulfillment, the safe operation of warehouse equipment, loading/unloading of trucks, receiving inventory, and general maintenance and cleanup duties. S/he also plays a crucial role as the primary backup for our drivers – filling in to cover routes on an as-needed basis.

REPORTS TO: Warehouse Operations Director
SUPERVISES: N/A

JOB SUMMARY*:*

Picking and Pulling Orders (40% of the time)

- Pick and pack fresh, frozen, and dry food orders using handheld scanners or pick lists.
- Pull orders correctly and in a timely manner, ensuring order accuracy by verifying item numbers and quantities.
- Move a variety of foodstuff and related material in and about the warehouse for the purpose of inspection/sorting.
- Assist in verifying food safety standards are met for products and packaging materials through visual inspection, product handling and temperature monitoring when applicable.
- Assist in the inventory, distribution, and recordkeeping of items received and delivered.
- Inspect Material Handling Equipment to ensure that they are in safe operating condition and report the need for maintenance or repair.
- Work in conjunction with the Food Bank's other warehouse staff to ensure the timely receiving and distribution of product.
- Maintain safe food handling and safe warehouse practices.

Warehouse Operations (40% of the time)

- Safely drive a forklift in a warehouse setting.
- Assist with inventory counts, cycle counts, and restocking when needed.
- Perform cleaning and light maintenance activities on all vehicles and equipment; assist in keeping maintenance records.
- Follow safety procedures and company guidelines, including reporting all unsafe acts, environment or behaviors immediately.
- Complete and perform accurate follow-through on documentation for shipping, receiving, unloading, and warehousing of product, as defined by Feeding America and AIB policies and procedures.
- Work with warehouse team to maintain food safety, pest control, and inventory control standards.
- Maintain vehicles and storage areas in a clean and orderly condition.
- Work with other team members in a cooperative and supportive way; providing assistance and fill-in coverage for other positions.
- Develop and maintain effective working relationships and deal tactfully, cooperatively and effectively with staff members, volunteers, agencies, community organizations, growers, packers, processors, and potential donors.
- Communicate effectively and respectfully with people of different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

Driver Backup (20% of the time)

- This role is the primary backup in the case of one of our Drivers being unavailable. In those circumstances, the WS will:
    - Perform timely, safe, and efficient pick-up and delivery of Second Harvest products throughout Santa Cruz County.
    - Load the truck with outbound food products according to delivery specifications and within Second Harvest policies.
    - Complete the outbound inspection form for all deliveries.
    - Calculate and arrange loads with consideration of safety and security in transport.
    - Ensure products are transported and delivered in compliance with food safety standards.
    - Unload and load food at the respective site, working closely with Second Harvest staff, Partner Agencies, and volunteers to set up the distribution (unloading products, breaking down cases) and clean up (reloading products, breaking down recycling and trash) at each site.
    - Complete inspection log when picking up donations to ensure that product meets food bank standards.
    - Assist in the delivery and pick up of barrel exchanges process for Holiday Food and Fund Drive.
    - Maintain receipts, invoices, and other required paperwork for each site.

- Complete and submit pre-trip/post-trip Daily Driver's Log daily as required by the Department of Transportation.
- Inspect vehicles to ensure that they are in safe operating condition by completing the vehicle inspection form; report the need for maintenance or repair.
- Maintain an organized, clean, and sanitized cab, cargo area, and food-handling equipment.
- Obeys all traffic laws, maintains a safe driving record, and ensures all class C license requirements are met in compliance with the organization's insurance requirements.

QUALIFICATIONS:

Education and Experience: Two years of inventory and warehousing experience. Experience in safe food handling and storage.

Knowledge/Skills/Ability:

- Knowledge of safe food handling requirements for transport and storage.
- Knowledge of inventory control practices, procedures and recordkeeping methods.
- Knowledge of basic vehicle repair and maintenance, and related recordkeeping.
- Ability to safely operate a forklift.
- Ability to work as a part of a team, to foster teamwork and to provide excellent service to coworkers and customers.
- Ability to establish and maintain good working relationships with people of various ages, educational, ethnic and socio-economic backgrounds.
- Basic computer skills to inventory data entry, etc.
- Strong grasp of basic math skills in order to accurately count and track orders and inventory.
- Bilingual (English/Spanish) is desirable.

Additional Requirements

- Must have access to a motor vehicle, as well as valid auto insurance coverage.
- Must have a valid California Driver's License and a satisfactory driving record, as documented by a current MVR (will be obtained by the Food Bank's insurance carrier).
- It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.
- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Commitment to serving vulnerable populations and ending hunger in Santa Cruz County
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance.
- Adherence to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.

- Ability to meet the following physical requirements with or without reasonable accommodation:
    - Able to hear conversations in-person. The person in this position frequently communicates with other warehouse staff, drivers, and delivery personnel about orders; must be able to exchange accurate information in these situations.
    - Be able to read, write, and interpret invoices, orders and manuals.
    - Able to safely lift or carry items weighing up to 50 pounds.
    - Able to use a computer keyboard.
    - Frequent standing and walking throughout the day.
    - Frequently works in cold warehouse environment.
    - Use hands and feet to manipulate, handle, feel, and control items or equipment, including forklift and pallet jack.
- Given the front-line nature of our work, there will be instances where staff are required to work a flexible schedule in order to respond to community needs. Advanced notice will be provided.
- In instances of a federal, state or locally declared emergency, Second Harvest is considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

STANDARD WORK SCHEDULE: Monday – Friday, 7:00am – 3:30pm
WORKSITE: 800 Ohlone Parkway, Watsonville, CA 95076
WORK FROM HOME: Not Eligible
Benefits: We offer competitive salaries and benefits and a rewarding work environment.
PAID TIME OFF: new hires accrue three weeks of vacation time in their first year of service, in addition to paid 10 company holidays, and 12 sick days, per year.
HEALTH AND WELLNESS:

- We offer a choice of 7 medical plans across Silver, Gold, and Platinum coverage levels. The Food Bank contributes an amount equal to 90% of the employee premium and 80% of the dependent premium for the Kaiser Gold-level base plan, which can be applied toward the plan of your choice.
- 100% employer-paid benefits for employee Vision, Dental, Life, Long-Term Disability, Accidental Death & Dismemberment and Employee Assistance Program
- Employer subsidized vision and dental insurance for dependents.
- AFLAC supplemental plans
- Health Care and Dependent Care Flexible Spending Accounts
- Supplemental coverage on Life and AD&D plans.
- Pet Insurance

FINANCIAL BENEFITS

- 403(b) Retirement Plan with generous employer contribution.
- Tuition reimbursement program

Job Details: This is a full-time, regular, non-exempt position with a competitive annualized hourly salary of $ 22.46-$24.45 DOE.
To Apply: Please submit your resume and cover letter at https://www.thefoodbank.org/careers

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Second Harvest is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Second Harvest will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if Second Harvest is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report